



Sphere in Practice

New self-paced and blended-learning course

Terms of Reference

Deadline for applications: Sunday 16th June 2019

Overview

Sphere is seeking a Training Content Developer (“the Developer”) to **design and build “Sphere in Practice”, a new flagship self-paced and distance-learning course** to replace the existing “The Sphere Handbook in Action” e-learning course.

The Developer will also provide (or identify) the platform(s) required to host and deliver the new course – to the extent that these requirements are not already met by Sphere’s existing LMS and other digital platforms.

Background

The Sphere movement was started in 1997 by a group of humanitarian professionals aiming to improve the quality of humanitarian work during disaster response.

In early November 2018, Sphere released the fourth edition of The Sphere Handbook, one of the most widely referenced documents in the humanitarian sector.

Sphere currently offers two self-paced e-learning courses in four languages: English, French, Spanish and Arabic. These are available to everyone (for free) via Sphere’s LMS (<https://learning.spherestandards.org/>), and various 3rd party platforms.

The longer of the two courses, “The Sphere Handbook in Action”, contains out-of-date materials (e.g. references to the 2011 Sphere Handbook) and must be replaced. Sphere is taking this opportunity to not only update the course materials, but to give learners the option of taking the course in a blended-learning format – as well as maintaining the self-paced option. (The other course was released in 2018/2019 and is up to date.)

Project deliverables

Each deliverable will be reviewed by a panel of experts set up by Sphere before progression to the next.

1. **Concept paper with supporting timeline/plan**

The concept paper sets out the broad course objectives, training approaches and delivery mechanisms. Digital platform(s) and other resources required to deliver the course in both self-paced and blended-learning formats are defined.

The project plan includes a timeline through to delivery, noting the effort and actors involved at each stage of the process.

2. **Overview document**

Each component (including self-study e-learning modules, questionnaires, assignments, webinars, training notes, etc.) is defined.

3. **Draft storyboards** for all e-learning modules (in MS Word).

4. **Drafts** for all deliverables including functioning test versions of the e-learning modules (hosted on a development server for testing) and all supporting documents for blended-learning delivery.

5. **Final package in English**

6. **Final packages in French, Spanish and Arabic**

Note: Sphere will provide the translators themselves.

Course Requirements

- The self-paced course will be delivered in a portable format, e.g. SCORM, xAPI or similar.
- With the blended-learning delivery option, the same e-learning modules (from the self-paced course) will be interspersed with live webinars and coursework assignments. Learners will be able to communicate with each other and the facilitator (provided by Sphere) during the program which will last several weeks.
- The self-paced course will take several hours to complete and cover all important aspects of Sphere in depth.
- The course will be developed in English and delivered in English, French, Spanish and Arabic. Sphere will provide translators and proofreaders.

Note: E-learning content development platforms which support low-cost translation into further languages are favourable.

- The design phases (deliverables 1 and 2 above) should be completed no later than 30th September 2019, and the English-language build phases (deliverables 3 to 5 above) completed no later than 31st December 2019.

Resources

Existing sources of information include the Sphere Handbook, the new Sphere Training Package (for supporting live training events, from 2019), the Sphere website, the existing e-learning courses (including Sphere's two courses, plus CHS¹ and AAP² which Sphere contributed to), and SurveyMonkey feedback on the Sphere e-learning courses.

The Developer may contact Sphere's extensive network of focal points, trainers and users to source case studies, stories and other materials.

Developer Requirements

- Previous demonstrable experience designing and building courses for humanitarian sector clients
- In-depth knowledge of Sphere and Sphere products

The Developer may outsource tasks but retains responsibility for high-quality and on-time delivery of deliverables.

The Developer can be based in any country except those restricted by the State Secretariat for Economic Affairs (SECO) of the federal council of Switzerland. Occasional travel to Geneva may be required.

¹ Introduction to the Core Humanitarian Standard: <https://kayaconnect.org/course/info.php?id=260>

² Being Accountable to Affected People: <https://kayaconnect.org/course/info.php?id=611>

How to apply

To apply, please submit your application to learning@spherestandards.org no later than midnight on Sunday 16th June 2019. Your application should include:

Presentation of organisation: Including age of company, number of employees, office locations, etc.

Samples of previous work: At least two from the humanitarian sector, including a description of the Developer's contribution to the product.

Your "Sphere in Practice" Concept: In no more than 1,000 words (2 pages), present your concept for the new course. Who will the course appeal to? What will they learn? How will self-study and blended-learning learners be enlightened and engaged? What unique insights and learning techniques does your organisation bring to this project? Etc.

Approach and summary project plan: Including design approach, earliest possible start date (from 1st July 2019), and target dates for deliverables 3 and 5.

Technologies: Description of proposed technology platforms for course development and delivery.

Partners and consultants: Details of outsourcing partners and profiles of key consultants employed or contracted by the Developer.

Financial offer: Including breakdown by number of days and daily rates per role (designer, developer, project manager, etc.), plus any one-off and recurring costs including licences, maintenance, support, etc. as required. Indicate the estimated cost of any additional translated version added after the end of this project.

References: At least two from the humanitarian sector.

Other: Any other information to support your application.

Shortlisted applicants will be interviewed by a Bids Analysis Committee soon after the closing date for applications.